

**TENTATIVE SCHEDULE OF EVENTS**  
**North Stardust and Antelope County Improvement District**

**C. PROJECT PHASE (DISTRICT BOARD)**

<b>Item No.</b>	<b>Date</b>	<b>Action</b>	<b>Requirements</b>
1	October 2007	Final plans, specifications and engineer's estimate filed with the clerk.	These must be in completely final form including both engineering and legal documentation. Completed acquisition of ROWs
2	<b>November 6, 2007</b>	<b>*Adopt resolution of intention.</b>	<b>Item 1 must be completed prior to adoption.</b>
3	November 7, 2007	<b>Mail</b> notice of proposed improvement.	Required to mail to all owners as shown on the tax roll. 20 days from 11/7 is 11/7 (Wednesday)
4	December 4, 2007	Receive objections and protests.  Any objection or substantial protests require a hearing and delay the schedule.  Insufficient protests do not require a hearing.	Objections and protests can be filed up to <b>20</b> days after mailing notice. Measure protests by acreage.  Receive letters <b>ONLY</b> - no board action or acknowledgement. <b>NO SPECIAL MEETING</b>
5	December 4, 2007	<b>*Resolution ordering the work. (Calling for construction bids.)</b>	If no protests or objections or if protests are insufficient and objections are overruled at a hearing.  If objections are received, hearing must be set and allow for 10 days notice to objectors
<b>IF OBJECTIONS ARE RECEIVED, ENTIRE SCHEDULE WILL BE DELAYED 2-3 WEEKS TO ACCOMMODATE HEARING PROCESS</b>			
5.1	December 5, 2007	<b>Mail notice of hearing to all who filed a written protest or objection by 11/14 deadline</b>	Mail only to those who filed a written protest or objection
5.2	<b>December 18, 2007</b>	<b>Hearing on Protests - if any are received</b>	<b>SPECIAL MEETING to hear protests or objections (not a public hearing)</b>
6	January 3 & 4, 2008	<b>Publish</b> advertisement for proposals.	Twice in a daily or once in a weekly newspaper.  <b>Purchasing recommends not publishing before Christmas</b>
7	January 6, 2008	<b>Post</b> advertisement for proposals at or near the door of the board meeting room.	Must be up for 5 days prior to bids.
8	January 18, 2008	Pre-bid meeting for construction contract	Coordinate with Purchasing department
9	January 29,	<b>*Receive construction bids. Open</b>	Bids must be opened at a public meeting of the

	2008	and declare the bids.	board of directors.
10	February 12, 2008	*Award construction contract.  SPECIAL MEETING of the district	Lowest and best responsible bidder. 5% preference does not apply.
11	February 12, 2008	*Approve assessment diagram showing all lots and parcels to be assessed with their assigned assessment number. Also must show location of work.	Can be adopted any time including with the resolution of intention. Must be adopted prior to recording the assessment.
12	February 13 & 14, 2008	Publish notice of award of contract.	Twice in a daily or once in a weekly. Begins 15-day protest period. Protests require a hearing and will delay the schedule.  2/14 + 15 days is 3/1/2008
13	March 4, 2008	Sign contract, obtain payment and performance bonds and insurance certificate.	Payment and performance bonds should be dated the same as the contract. Contract signing does not have to wait until the end of the protest period.
14	March 11, 2008	Prepare and record assessment including summary of costs and list of amounts assessed to each lot.	Cannot be recorded until contract is awarded. <b>Record In Office Of Superintendent Of Streets.</b>
15	March 18, 2008	Notify board that assessment is recorded.  <b>Resolution requires meeting of BOD</b>	Deliver copy to Clerk.
16	March 25, 2008	Notice of recording of assessment. <b>Public Works</b>	Record with County recorder.
17	March 10, 2008	Receive objections to the construction award.	If received, hearing must be set and notice given. <b>Will delay proceedings.</b>  Not a meeting day. No BOD action required
18	March 25, 2008	<b>IF OBJECTIONS ARE RECEIVED, ENTIRE SCHEDULE WILL BE DELAYED SEVERAL WEEKS TO ACCOMMODATE HEARING PROCESS</b> *Board sets hearing on assessment. (4/22/07 Evening Session)	Set hearing on assessment if no objections to award received.  Set hearing on objections to award if received.
19	March 26, 2008	Mail notice of hearing on assessment to all property owners.	At least 20 days prior to hearing. (mail by 3/26 for 4/22/2008 hearing date)
20	March 26, 2008	Mail cash demand letters to property owners.	After recording assessment.  Combine with notice of hearing.
21	March 29, 2008	Begin preparation of documents for a private placement financing	

		or for financing by Revolving Loan Fund	
22	March 29, 2008	Publish notice of hearing	5 times in a daily or 2 time in a weekly, begin 10 days prior to hearing.  Not later than 3/29 for 4/20/2008 hearing date
23	April 22, 2008	<b>*Hold hearing on assessment.</b>	
24	April 22, 2008	<b>*Approve assessment.</b> <b>RESOLUTION requires action by BOD</b>	Should be prior to end of cash collection so landowners know how much to pay.
25	April 25, 2008	Close cash collection period and prepare Treasurer's Return. Shows amount collected.	Must be within 30 days of recording of assessment and warrant.
26	April 29, 2008	Certified list of unpaid assessments. Shows which assessments go to bond.	Prepare and deliver to clerk following Treasurer's Return.
27	April 30, 2008	Adjust issue size for cash collection. Information must be made available to underwriter.	Possible Financing by Revolving Loan
28	May 6, 2008	<b>*Adopt resolution authorizing the sale of the bonds. Not Required if Financed by Revolving Loan.</b>  <b>SPECIAL MEETING</b>	Should be done same day bonds are sold or prior to date bonds are sold
29	May 6, 2008	Price bonds and set interest rates (see above)	Best to have a few days between end of cash collection and underwriting of bonds.
30	May 11, 2008	Execute documents necessary for closing.	
31	May 11, 2008	Close sale of bonds, deliver bonds and receive payment of purchase price.	Time varies. 3-4 weeks is typical.
32	May 18, 2008	Notice to proceed is issued to contractor.	Not issued until money is in hand.

**ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE AND DELAY**